

## City of Gardner Position Description

### PUBLIC SAFETY CLERK

*Position Title:* Public Safety Clerk  
*Department:* Public Safety  
*Reports To:* Public Safety Director  
*Salary Range:* 2  
*FLSA Status:* Non-Exempt (eligible for overtime pay)  
*Last Update:* May 1, 2006

#### **Job Summary:**

The Public Safety Clerk performs a variety of clerical and secretarial operations, deals with the public both by telephone and in person, and greets visitors to the office area.

#### **Job Scope:**

Duties are performed with a substantial degree of independence within the framework of prescribed policies and procedures. Much of the work is confidential nature. Employee is responsible to and subject to the supervision of the Public Safety Director. Employee does not have supervisory responsibility for subordinate personnel.

#### **Essential Functions:**

- Types, edits and distributes written documents and a variety of reports, permits, and other materials from supplied information using a personal computer.
- Performs standardized clerical, record keeping and filing work and maintains electronic and paper filing systems.
- Issues solicitor permits and dog licenses and accepts and issues receipts for dog licenses or redemption fees.
- Receives and directs telephone calls and visitors and serves as receptionist providing routine information;
- Maintains confidentiality of departmental information or reports in accordance with federal and state laws;
- Performs other related duties as deemed necessary or as required.

#### **Education, Certification and Experience Requirements:**

High school diploma or GED and 2 years experience in office work and word processing or any equivalent combination of training and experience that provides the appropriate knowledge, abilities, and skills. Must be able to pass extensive background investigation.

#### **Skills, Knowledge and Abilities:**

Knowledge of office practices and procedures. Excellent word processing skills and ability to operate a variety of office equipment. Ability to understand and carry out oral and written instructions of varying detail and to develop working procedures appropriate to the objectives desired. Ability to gather, organize and communicate information verbally or in writing. Ability to organize and prioritize multiple tasks and stay focused during emergency situations. Ability to meet the public courteously and obtain or give information. Ability to establish and maintain effective working relationships with superiors, other employees, other governmental agencies, and the general public contacted in the course of the work.

#### **Tools and Equipment Used:**

Personal computer including word processing, spreadsheet, and data base software, printer; telephone; typewriter; copier; facsimile; 10-key calculator; postage meter and scale.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk;

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use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 20 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

**Selection Guidelines:**

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.